



UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5263, FAX: (613) 688-3055

Location: OTTAWA, CANADA

FOREIGN AGRICULTURAL SPECIALIST

VACANCY NUMBER: 10-23 (09-76R)

Wednesday, March 17, 2010

This Vacancy is Open

OPEN TO: All Interested Candidates

POSITION: Foreign Agricultural Specialist **Grade:** FSN-11; FP-4*

OPENING DATE: Wednesday, March 17, 2010

CLOSING DATE: Wednesday, April 14, 2010

WORK HOURS: 40 hours per week

SALARY: *Ordinarily Resident: FSN-11: CN\$68,431 p.a.
Developmental Level: FSN-10: CN\$62,213 p.a.

*Not-Ordinarily Resident: Full Level: FP-4 / Developmental:
FP-5

LENGTH OF HIRE: Full Time

NOTE: SALARY MAY VARY DEPENDING ON THE QUALIFICATIONS OF
THE SUCCESSFUL CANDIDATE.

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE
CONTACTED.

ALL ORDINARILY-RESIDENT APPLICANTS MUST HAVE
CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK
AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.

ALL USEFMS, EFMS AND MOHS WHO HAVE NOT YET ARRIVED
AT POST ARE WELCOME TO APPLY.

The U. S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Foreign Agricultural Specialist in the Foreign Agricultural Service Office.

BASIC FUNCTION OF POSITION

Serves as an Agricultural Specialist in the Office of Agricultural Affairs performing analytical reporting and trade policy work of broad scope and complexity while maintaining an expert and comprehensive understanding of Canadian agricultural

production, policies and trade at the federal and provincial level. Serves as an expert and principal Locally-Employed Staff (LE Staff) advisor to the Agricultural Minister Counselor in the assigned areas of responsibility. S/He recommends solutions to agricultural policy problems between the U.S. and Canada, assisting and on occasion representing the Agricultural Minister Counselor in discussions and negotiations with Canadian government officials. The incumbent works closely with the Senior Agricultural Specialist on coordinating analytical and policy assessments.

Incumbent is an expert with regard to analysis and reporting in his/her assigned areas of responsibility, which includes primary responsibility for the most significant and complex commodity reporting assignments. This entails the ability to accurately forecast production, consumption and trade trends, closely monitor and analyze changes in host country agricultural and trade policy and prepare appropriate reports on current developments. These commodity reports are prepared with minimal supervision, and call for significant abilities to accurately describe changes and determine their impact on U.S. agricultural interests. At this level, the incumbent will have a thorough knowledge of key U.S. agricultural interests and official policies, and will be given latitude to determine/recommend whether particular host country actions and developments warrant formal reports. This position requires significant, wide-ranging contact with host country government officials, trade association officials, and private sector personnel. This contact frequently includes senior level personnel in all of the above categories. The incumbent is able to handle extremely sensitive issues involving complex analysis, and provide recommendations for resolution of these issues. Other Embassy offices, as well as regional consulates frequently call upon the holder of this position to provide background analysis and advice in areas of his/her expertise.

Incumbent provides expert and in-depth analysis of host country positions based upon substantial knowledge of trade policy, production policy and other related factors. He/she develops and provides recommendations, and participates in bilateral discussions to advocate U.S. positions that are designed to mitigate and/or correct the impacts of host country policies that impede the goals of U.S. agricultural trade policy. The incumbent is frequently asked to actively participate in formal discussions between the U.S. and host country officials. Senior USDA personnel in Washington, as well as representatives from other U.S. agencies, also frequently request her/him to help prepare background analysis for agricultural trade disputes. This person is also frequently called upon to brief visiting U.S. officials on trade disputes, providing substantial analytical and policy input to help develop U.S. positions with respect to these disputes. Embassy officers in other sections, as well as regional consular officers, frequently seek out his background knowledge of trade policy issues. The incumbent must be able to quickly recognize potential impacts of host country policy changes on U.S. agricultural interests.

QUALIFICATIONS REQUIRED

NOTE: In the SUBJECT line of the online submission, please indicate the job announcement number and title.

All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item. This should be done in the cover letter submitted with the application forms/ résumé.

Additionally, U.S. Citizen Eligible Family Members (USEFMs) and U.S.

Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter AND in the SUBJECT line when submitting electronically, and in the résumé. PLEASE NOTE: In the SUBJECT line of the online submission, please indicate your preference status i.e. USEFM, US Veteran, Permanent Resident, Dual Citizen, and/or Canadian Citizen.

In a situation where additional announcements are published to advertise this position, the job function, required qualifications, and other terms and definitions contained in this official, approved Embassy advertisement shall be used as the controlling document for purposes of screening and selecting qualified candidates.

- 1. Education:** A University degree in Agricultural Economics, Economics, or International Trade, is required.
- 2. Experience:** A minimum of five years of progressively responsible experience in an economic or a trade-related field, including expertise in research, analysis and written presentation of economic or business-related data is required. At least two years of experience should relate directly to agricultural economics, commodity trade, or marketing of agricultural and/or food products.
- 3. Language:** Level 4 (Fluency) in Speaking/Reading/Writing English is required.
- 4. Knowledge:** Knowledge of U.S. commodity interests, U.S. trade and farm policies, of assigned commodities and products, plus those of Canada, and U.S. competitors in the Canadian market is required.
- 5. Skills and Abilities:** Must be able to conduct complex economic and policy analysis and prepare clear and concise written reports/recommendations.
- 6. Interpersonal Skills:** Must be able to develop and maintain an extensive range of governmental and private sector contacts, including high-level government officials and leaders of Canadian agricultural sector organizations; and must be able to explain and/or justify findings and recommendations, and present lines of argument to top-level Embassy, Department and inter-Department officials, as well as Canadian trade officials.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently-employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar

days of their employment.

5. Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. Candidates must be able to obtain and hold a NON-SENSITIVE security clearance for this position and pass a medical examination.

7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met. Overall score ranges for testing through the Brainbench online program are provided under "Definitions" on page 4.

TO APPLY

All applicants must submit a cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications. Please state the Job Announcement number and Job Title in the 'SUBJECT' line of your electronic (e-mail) your submission.

U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter and in the 'SUBJECT' line of your electronic submission to expedite the screening process.

Interested applicants for this position must submit the following:

1. Current resume/curriculum vitae with cover letter

plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 (Report of Separation from the Armed Forces of the United States.) This form must accompany their application.

3. Any other documentation (e.g., education verification (copy of degree), essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

4. SF-50 Personnel Actions which reflect employment status and Highest Previous Rate (HPR) of salary must be provided by U.S. Citizen Eligible Family Members (USEFMs).

SUBMIT APPLICATION TO: Human Resources Office
American Embassy
P. O. Box: 866
Station: B
Ottawa ON K1P 5T1

You may also e-mail resumes to: ottawahr@state.gov.
Reference Job Announcement number.

POINT OF CONTACT: Human Resources Office

Phone: N/A

DEFINITIONS

I. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see below) at least 18 years of age; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG Agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM3232.2.

II. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or Domestic Partner;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, step-children and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including step-sisters and step-brothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

III. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen or the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

V. Ordinarily Resident (OR) - A Foreign National or U.S. Citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

Test Information:

* Proficiency Level Descriptions - Brainbench Standardized Test Score Results
The proficiency levels describe in very general terms what typical examinees know and their capabilities in an applied setting. Score ranges for proficiency levels of skills and abilities as tested through the Brainbench online program are as follows:

NOVICE: 1.00 - 1.50: Demonstrates an understanding of only the most basic concepts contained within this topic. Individual will most likely require formal training or self-study before receiving any assignments in this area.

BASIC: 1.51 - 2.50: Demonstrates an understanding of the fundamental concepts involved with this topic. Knowledge level appears equivalent to that gained through introductory courses. May require supplemental training and close supervision to develop a working knowledge level to be able to perform assignments independently.

PROFICIENT: 2.51 - 3.50: Demonstrates a solid understanding of core concepts within this topic. Appears capable of working on most projects in this area with moderate assistance. May require some initial assistance with advanced concepts.

ADVANCED: 3.51 - 4.50: Demonstrates a clear understanding of many advanced concepts within this topic. Appears capable of mentoring others on most projects in this area.

EXPERT: 4.51 - 5.00: Demonstrates understanding of most advanced concepts within the subject area. Appears capable of mentoring others on the most complex subjects.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, APRIL 14, 2010

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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